



ARMA Terra Nova Chapter Minutes



Monthly Meeting

Date: September 22, 2011

12:30pm – 2:00pm

Location: Nalcor Energy

Present: Paulette Crowley, Sherry De Souza, Melissa Snow, Ryan Kelly, Helen Norman, Tim Summers, Jessica MacDonald, Sue Taylor, Rhonda Guay, Elizabeth Evans, Cheryl Goulding, Lisa Somerton, Yvonne Martin, Ashleigh Reid, Andrea Korpel, Allison Augot, Holly Phillipott (Student rep for CONA).

Absent: Vanessa King

Welcome: President, Paulette Crowley welcomed everyone to the meeting. As there were new members in attendance, everyone did a brief introduction.

Acceptance of minutes: Not needed at the meeting as the last minutes were from the AGM.

The Board of Director Reports is as follows:

Treasurer Report: Ryan Kelly reported: the account balance is as per the diagram below:

Treasurer's report - September 2011:4
21/06/2011 through 22/09/2011 (in Canadian Dollars)

Date	Num	Description	Memo	Amount
22/09/2011				
BALANCE 20/06/2011				6,711.14
01/07/2011	498	Vanessa King	AGM	61.15
01/07/2011	499	Paulette Bursey	AGM	-203.27
21/06/2011 - 22/09/2011				-264.42
BALANCE 22/09/2011				6,446.72
TOTAL INFLOWS				0.00
TOTAL OUTFLOWS				-264.42
NET TOTAL				-264.42

Summary:

\$61.15 was wine for the AGM

\$203.27 was misc supplies for AGM



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Current balance: \$6,446.72

2 escrow cheques to be deposited. May change bank due to bank fees.

Still outstanding debts from our October conference. **Action:** Ryan to send letter requesting payment for outstanding accounts. May need to incorporate deadlines for payments.

Membership: Helen Norman reported that we currently have 74 members. However, there are a few complications with Helen receiving the chapter roster so numbers may not be accurate. Paulette is working on the issue.

Education: Melissa Snow reported on the following upcoming lunch and learns:

September 30th: Renee Pendergast, "Transitioning Records to Another Organization"

October 28th: Corey Tucker, "Lessons in Spatial Data Management for Large Projects"

November 25th: Carman Carroll. Topic not yet verified

December: not yet verified

January: Ryan Kelly

Public Relations: Paulette Crowley called for a committee for the chapter newsletter. The following volunteered to be on the newsletter:

Pauletta Crowley, Sherry De Souza, Sue Taylor, Cheryl Goulding, Yvonne Martin, Andrea Korpel

Webmaster: Tim Summers reported that he has a few ideas for the chapter web page. Some of the ideas are as follows:

Tab for upcoming events, important dates, record information news, a "join now" blurb, incorporate the new logo, sponsors, twitter and facebook links.

Action: Paulette Crowley will investigate whether sponsorship is allowed on webpage.

Action: Ryan Kelly will set up a twitter and facebook account. All members voted and agreed.

New Business:

- **Run for the Cure (Helen Norman)**
 - Renee Pendergast inquired whether anyone was interested in making a team for the Terra Nova chapter. **Action:** Helen will update Renee whether there is enough interest for a run for the cure team.



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- **Escrow Reports (Helen Norman)**
 - Currently when the cheques arrive from ARMA international, it only indicates a \$ amount and cannot differentiate if the monies are from chapter membership, etc.
- **Fall Shred Day (Paulette Crowley)**
 - IPS is onboard to help with this event. IPS will also create a sign. Elizabeth Evans offered NLC to house the event again. The hours will be 10:00-2:00. A tentative date is October 22, 2011. Action: Paulette will update IPS with date for Oct shred day.
- **Distribution lists for lunch and learns (Melissa Snow)**
 - Currently the lunch and learn only goes to the ARMA members and the IM Community. We do not have the lunch and learns going to the oil and gas/ municipality, etc. Action: Rhonda offered to send lunch and learn updates to contacts in the oil and gas community.
- **Ordering food for lunch and learns and chapter meetings (Melissa Snow/Sherry De Souza)**
 - Suggested that the directors at large take turns ordering the food for the lunch and learns and the chapter meetings. All agreed. A suggestion was that members bring their own lunch for chapter meetings. Vote was to keep the status quo.
- **Student Representative from CONA (Sherry De Souza)**
 - Lorna Crewe from the CONA contacted Sherry indicating they would be selecting a student representative. Holly Phillpott attended September's meeting however, there was a lot of interest and a vote was to be taken at CONA to decide who would be the student representative. Holly will contact Sherry once a student has been chosen.
- **Library (Melissa Snow)**
 - Melissa suggested we start a chapter library which all members could avail of. If anyone has any materials they would like to donate, Melissa offered to manage the storage of the books. Tim noted that there is a resource centre on O'Leary/Pippy place-Canada and NL Business Service Centre which houses some RIM materials.
- **Donation for ARMA international conference (Paulette Crowley)**
 - Paulette asked if the chapter would like to donate a \$50.00 gift for the ARMA conference auction. All agreed.

Paulette thanked everyone for coming, and concluded the meeting.

Summary of Action items:

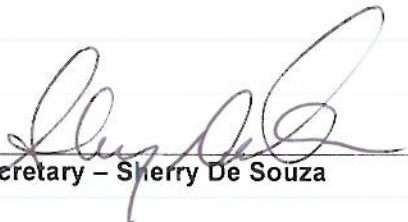
Ryan Kelly	Ryan to send letter requesting payment for outstanding accounts
Paulette Crowley	will investigate whether sponsorship is allowed on webpage.



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Ryan Kelly	will set up a twitter and facebook account.
Helen Norman	update Renee whether there is enough interest for a run for the cure team
Paulette Crowley	update IPS with date for Oct shred day
Rhonda Guay	send lunch and learn updates to contacts in the oil and gas community


Secretary – Sherry De Souza


President – Paulette Crowley